

**3 AUGUST 2000**



***Space, Missile, Command and Control***

***FLIGHT LINE VEHICLE CONTROL***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements *AFPD 13-2, Air Traffic Control, Airspace, Airfield, and Range Management*. This instruction outlines responsibilities and procedures for controlling ground vehicles operating in the flight line environment. It sets forth requirements for training and authorization based on need, necessary knowledge, safety, and other considerations. It applies to all organizations having a need to drive on the Hill AFB flight line.

***SUMMARY OF REVISIONS***

Office symbols and references have been updated. The definitions of “flight line” and “instrument hold line” have been clarified. “Clear zone” is now referred to as “radio controlled area.” Flight line drivers are required to be able to recognize the colors red/green/yellow/white/blue (Paragraph 5.4 and Attachment 1). “Request for Certificate of Competency” is deleted. Flight line drivers will now be required to use *OO-ALC Form 528, Flight Line Driver Training Record and Request for AF Form 483, Certificate of Competency*, to record flight line training and request an *AF Form 483, Certificate of Competency*. Unit commanders sign the *OO-ALC Form 528*. Unit VCOs will be responsible for training and monitoring contractors as well as individuals in their unit. Refresher training now includes watching a flight line video. *AF Form 483* must be dated and signed showing refresher training was accomplished or it is no longer valid. A lost *AF Form 483* may require retraining and testing. POV passes for are strictly controlled by the Chief, Airfield Management (CAM). The CAM will validate with the unit VCO a current list of authorized flight line drivers by 1 April each year. POV passes will be reissued annually effective 1 May. Passes issued to individuals are for a specific vehicle and a specific license number. The radio-controlled area is depicted in Attachment 2. Radio contact lost procedures in the radio-controlled area is better explained. When communicating with the tower, never use the term “cleared.” Foreign object damage (FOD) control procedures are explained. A H indicates revision from the previous edition.

## 1. TERMS EXPLAINED:

**1.1. Flight line Environment.** Includes the runway, all taxiways, ramps and aprons, hot pads, hangars, and airfield roadways inside the foreign object damage (FOD) checkpoints.

**1.2. Radio Controlled Area.** An area paralleling the runway 1000 feet either side of centerline to the end of the runway, then an area from the threshold to 3000 feet beyond the threshold 1500 feet either side of centerline (see Attachment 2). This is an area of increased hazard due to accident potential. Only vehicles being used to complete mission requirements are authorized to operate within the radio controlled area. At Hill AFB, a rough estimate of the western edge of the radio controlled area is the western edge of taxiway Alpha.

**1.3. Instrument Hold Lines.** Instrument hold lines are located on both sides of the runway at the north end. (see Attachment 3). Both lines are identified by an "INST" sign that can be lighted.

**1.4. AF Form 1199, USAF Restricted Area Badge.** All persons on the flight line must have and display a current badge with appropriate areas annotated. This is a laminated attachable identification (ID) card issued by the 75th Security Forces Squadron (75 SFS/SFAP).

**1.5. AF Form 483, Certificate of Competency.** Issued by the 75 OSS Chief, Airfield Management (CAM). It will be stamped "AUTHORIZED FLIGHT LINE HILL AFB" and will be validated with the signature of the Airfield Manager or the designated representative.

**1.6. Privately Owned Vehicle (POV) Pass (except for contractor vehicles).** *Hill AFB Visual Aid 13-2, Flight Line, Hill AFB Utah.* This decal authorizes non-military vehicles to be temporarily operated on the flight line and is issued and controlled by the Airfield Manager. A flight line decal will be issued to operate in the flight line environment for vehicles approved by the unit's commander or director in writing and authorized by the Airfield Manager. Decals will be displayed on the dashboard, driver's side of the vehicle. Passes are reissued annually effective 1 May or are returned to airfield management when no longer required.

**1.7. Contractor POV Pass.** A POV Pass will be issued and controlled by the Airfield Manager authorizing non-military contractor vehicles to be operated on the flight line. POV Passes will be inserted in the driver's window of the contractor vehicle. POV Passes will be returned to Base Operations when no longer required.

**1.8. Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO).** The civilian or military individual selected by the Commander or Director to administer the organization's vehicle program, to include operation of vehicles on the flight line and the associated training required.

## 2. GENERAL:

**2.1. Applicability.** All personnel operating a vehicle on the flight line must be familiar with local flight line rules and procedures (as outlined in Attachment 1) and must possess AF Form 483 authorizing flight line driving.

**2.2. Environment.** Hill AFB is an extremely congested airport with a high volume of aircraft and vehicle traffic in a limited area.

### 3. RESPONSIBILITIES:

#### 3.1. Unit Commanders or Directors will :

- 3.1.1. Ensure VCOs and VCNCOs are appointed according to *AFI 24-301, Vehicle Operations*. A copy of the appointment letter will be forwarded to 75 OSS/OSAM to be kept on file.
- 3.1.2. Ensure individuals are identified for flight line training programs.
- 3.1.3. Be solely responsible for flight line drivers owned or controlled by the unit (including contractor personnel) by signing *OO-ALC Form 528*. **NOTE:** Augmentees assigned to another unit are the responsibility of the owning unit.
- 3.1.4. Maintain the number of personnel authorized to drive on the flight line to an absolute minimum.
- 3.1.5. Ensure the proper administration of the unit's organization flight line driver training program.
- 3.1.6. Suspend an individual's flight line driving privileges and order retraining when appropriate. (See paragraph 4.6.2)

#### 3.2. The Chief, Airfield Management (CAM) will :

- 3.2.1. Ensure the quality of each unit's flight line driver training program and procedures periodically.
- 3.2.2. Provide VCOs and VCNCOs with a standard lesson plan outline (Attachment 1).
- 3.2.3. Coordinate on all flight line unit specific training programs.
- 3.2.4. Provide a specific briefing and a written examination for all first time Hill AFB flight line drivers.
- 3.2.5. Train new VCOs and VCNCOs who were not trained by the person being replaced.
- 3.2.6. Validate with the unit VCO or VCNCO a current list of authorized flight line drivers assigned to the unit no later than 1 April each year.
- 3.2.7. Have the authority to revoke flight line driving privileges.
- 3.2.8. Notify Unit VCO/VCNCOs of any changes to flight line operations by sending a change to the unit's flight line driving read file.

#### 3.3. Unit VCOs and VCNCOs will :

- 3.3.1. Develop a unit specific flight line driver training program for the unit's organization and coordinate it through the Safety Office (OO-ALC/SE) and Airfield Manager or the designated representative.
- 3.3.2. Conduct and monitor the unit's organization's flight line driver training program (as outlined in Attachment 1).
- 3.3.3. Ensure the unit's contracted personnel are flight line trained and monitored.
- 3.3.4. Ensure trainee possesses a valid state or government driver's license.
- 3.3.5. Maintain personnel flight line training records and associated flight line forms required by the unit's organization.

3.3.6. Annually update the Airfield Manager on all personnel currently licensed within the unit no later than 1 April.

3.3.7. Suspend, retrain, or revoke driving privileges when necessary of those drivers in the unit.

3.3.8. Ensure all personnel receive annual flight line driver refresher training by maintaining a unit flight line driving read file. Annual refresher training is accomplished when the flight line driver watches the flight line video and reads the unit read file for changes to flight line operations not previously reviewed. Additions to the unit read file come from the Airfield Manager. Annotate completion of refresher training and date on the back side of each individual's *AF Form 483*. **HNOTE:** Since the back side of the *AF Form 483* is a record of refresher training, a lost or destroyed card requires an individual to be retrained and tested unless the unit VCO or VCNCO can show the necessary training documentation.

**3.4. Security Forces Squadron (75 SFS) will:** enforce all traffic rules and directives on the flight line, ensure unauthorized vehicles are prohibited from operating on the flight line, and inform Base Operations of violations.

**NOTE:** *Special attention should be directed toward the area in front of Base Operations (Building 1) and the flightline gates 1, 2, 45 and 48.*

1

**3.5. Flight Line Supervisors/Personnel will:**

3.5.1. Ensure rules and safety practices are obeyed and promptly report any violations to the proper level of authority.

3.5.2. Ensure compliance at FOD checkpoints (Attachment 4). (Check tires, secure loose items, and properly dispose of FOD.)

3.5.3. Be alert for FOD items in the flight line environment. When possible pick up FOD. If unable to stop, report it to Base Operations.

#### **4. PROCEDURES FOR AF FORM 483:**

**4.1. To Obtain AF Form 483**, each Hill AFB unit will complete *OO-ALC Form 528* as a minimum.

4.1.1. The VCO or VCNCO will ensure accomplishment of flight line driver training.

4.1.2. After the individual successfully completes the unit's training, the VCO or VCNCO will ensure the Unit Commander signs the *OO-ALC Form 528*, indicating completion of all requirements and obtain a testing date with 75 OSS/OSAM.

4.1.3. The individual will take their *OO-ALC Form 528* to 75 OSS/OSAM to be tested and obtain *AF Form 483*. The certificate number will be recorded by 75 OSS personnel.

4.1.4. After completing the above, the individual will return the paperwork to the unit VCO or VCNCO.

**4.2. Mission Contractors will** process certification through the sponsoring unit according with paragraph 4.1.

**4.3. Construction Contractors** work with the 75th Civil Engineering Group (75 CEG), Army Corps of Engineers, Environmental Management Directorate (OO-ALC/EM) or other contracting organiza-

tion. That organization's VCO or VCNCO will ensure proper flight line training and monitoring of contractors. The unit will notify the Airfield Manager of the proposed construction and need for POV passes.

**4.4. TDY Personnel** licensed to drive on home station flight lines may drive at Hill AFB after receiving a general airfield safety briefing by the Airfield Manager or the designated representative. Sponsoring units of TDY personnel will give a unit specific briefing as referred to in paragraph 5.2. Personnel not licensed at home station will not drive on the Hill AFB flight line without completing testing.

**4.5. The Airfield Manager or the designated representative will** verify that a copy of *OO-ALC Form 528* has been properly completed and signed, administer the flight line drivers written examination ensuring at least an 85 percent score corrected to 100 percent. Failure will require additional study and testing on a following testing day.

**NOTE:** *The Airfield Manager or the designated representative will issue AF Form 483, overstamped* for the Hill AFB Flight Line and complete the appropriate blocks of *OO-ALC Form 528* and direct the examinee to return the training record to the unit VCO or VCNCO.

#### **4.6. Certificate Suspension/Surrender/Revocation Procedures:**

4.6.1. General. Gross or repeated violations of safety or of flight line driving rules or an overall demonstrated lack of ability on the part of the certificate holder will result in suspension of privileges, surrender of the certificate without comment or revocation of the certificate. **NOTE:** All suspended/surrendered/revoked certificates require written correspondence from the individual's supervisor to be reissued.

4.6.2. Suspension. Any supervisor in the driver's chain of command may suspend a driver's certification pending further training. All suspensions will be reported to the VCO, VCNCO and Airfield Manager. **NOTE:** Failure to complete annual refresher training or *AF Form 483* not dated and signed is cause for competency card suspension.

4.6.3. Surrender. All certificate holders will surrender certificates upon demand of the unit's VCO, VCNCO, Unit Commander, or by the Airfield Manager or the designated representative. The certificate holder will notify the VCO or VCNCO if someone other than the VCO or VCNCO has demanded the surrender of his/her *AF Form 483*. All surrendered certificates will be forwarded to the Airfield Manager. **NOTE:** All certificate holders are required to surrender certificates upon PCS, separation, retirement or when the need to drive on the Hill AFB flight line no longer exists.

4.6.4. Revocation. The *AF Form 483* may be revoked by the certificate holder's VCO, VCNCO, Unit Commander or the Airfield Manager or the representative. Once revoked another certificate will not be reissued without the explicit approval of the Airfield Manager. All revoked certificates will be forwarded to the Airfield Manager.

### **5. UNIT CONDUCTED TRAINING:**

**5.1. Base Lesson Plan.** A flight line driver training lesson plan outline will be provided by the Airfield Manager to include general rules, procedures, and operations applicable to Hill AFB. Special

areas of interest that may pertain to the specific unit may be added by the unit VCO or VCNCO. Attachment 1 of this instruction is a lesson plan outline. Other sources of information are *AFI 24-301, Vehicle Operations*, *AFJMAN 24-306, Manual for the Wheeled Vehicle Driver*, *AFI 31-204, Motor Vehicle Traffic Supervision*, *Hill AFB Instruction 13-201, Air Traffic Control and Flight Operations*, *AFOSHSTD 91-100, Aircraft Flight Line - Ground Operations and Activities*, Chapter 6, Flight Line Vehicle Operations, and other airfield attachments in this instruction.

**5.2. Unit Lesson Plan.** The VCO and VCNCO are required to develop training that applies to the specific unit and mission. With the Squadron Commander's consent, the VCO or VCNCO may conduct an oral examination, a driving check ride, or a combination of both.

**5.3. Training Review.** The Airfield Manager or the designated representative will conduct periodic spot checks as required and monitor adverse trends.

**5.4. Certification.** All personnel driving on the flight line must have completed the training and obtained *AF Form 483*. They must be physically qualified to perform driving duties to include the ability to recognize red/green/yellow/white/blue colors. Medical Group (75 MDG) or civilian dispensary may be used for DOD employees to conduct any physical testing that may be required.

## **6. VEHICLES AUTHORIZED IN THE FLIGHT LINE ENVIRONMENT:**

**6.1. Applicability.** Any vehicle being operated on the Hill AFB flight line must have a direct mission related reason. The flight line will not be used for convenience to move from one part of the base to another.

**6.2. Government Vehicles.** All flight mission support, GSA vehicles, and special purpose vehicles are authorized flight line operations. These are easily recognizable as government vehicles and are not required to display a flight line decal.

### **6.3. Non-Government Vehicles.**

6.3.1. Construction Contractors. Contractors' vehicles working construction or repair projects on the airfield will be authorized access ONLY by the Airfield Manager or the designated representative. The Airfield Manager will brief contractors on control and safety requirements and acceptable routing at the preconstruction conference. POV passes will be returned as part of the final inspection of the contract.

6.3.2. Mission Contractors. The contracting unit will provide justification for access to the flight line to the Airfield Manager. Upon approval of the Airfield Manager, POV passes will be issued for the period of the contract. POV passes will be returned when no longer needed or when the contract ends.

**6.4. Privately Owned Vehicles.** POV operation on the flight line is discouraged for several reasons (including security, safety, FOD, and liability) and will be kept to an absolute minimum. POV access to the flight line requires a flight line pass from the Airfield Manager.

6.4.1. Commanders and Key Supervisors. Unit commanders will certify by letter to the Airfield Manager that there is a valid need to respond to the flight line for mission related reasons. A pass is specifically issued to an individual and is to be used for only that individual's specific vehicle and license plate number. The pass will be returned when the individual no longer requires flight line access or when the individual's specific vehicle or license plate number changes.

6.4.2. Deployed, Transient, TDY Personnel. Use of POVs and rental vehicles on the flight line for deployed unit missions, inspection teams, etc., may be authorized by the Airfield Manager or the designated representative on a case-by-case basis. When operating a vehicle in the radio controlled area (see Attachment 2), radio communication with the tower is required. Radios can be checked out from Base Operations. All passes will be returned to Base Operations at the completion of the stay.

6.4.3. Flight Line Place of Duty. Individuals needing POV access to the flight line to reach a duty place will be issued a decal upon approval of the Airfield Manager. The Airfield Manager will designate the route to be taken to the place of duty. A pass is specifically issued to an individual and is to be used for only that individual's specific vehicle and license plate number. The pass will be returned when the individual no longer requires flight line access or when the individual's specific vehicle or license plate number changes.

6.4.4. Non-Operations Personnel. Some positions may have a requirement for access to the flight line on a recurring basis (such as the Office of Public Affairs (OO-ALC/PA)). Justification and individual arrangements will be made with the Airfield Manager. A temporary pass with an expiration date may be authorized.

## 7. FLIGHT LINE OPERATING PROCEDURES:

7.1. General. All personnel driving in the flight line environment and having obtained *AF Form 483* in accordance with this instruction will comply with the procedures, directions, and limitations described in *AFJMAN 24-306, Manual for the Wheeled Vehicle Driver*, Chapter 25, Operation of Motor Vehicles on Air Force Flight Lines and *AFOSHSTD91-100, Aircraft Flight Line - Ground Operations and Activities*, Chapter 6, Flight Line Vehicle Operations.

### 7.2. Specific Local Instructions:

7.2.1. Radio Controlled Area. Hill AFB tower controls all ground traffic in the radio controlled area (see paragraph 1.2 & Attachment 2) which includes the main taxiway (Alpha), 1000 feet either side of the runway centerline, the portions of taxiways between taxiway Alpha and the runway, access from taxiway Alpha to Hot Pads 6, 2, 1, and the North and South EOR areas. Vehicles operating in this area must have the ability to communicate with the tower by radio or be escorted by another vehicle that can. *Before crossing the runway hold lines for any reason, permission must be obtained from the tower.* When necessary, hand held radios may be checked out from Base Operations (75 OSS/OSAMB) dispatch section for temporary use. **NOTE:** When communicating with the tower never use the word "cleared" with any radio transmissions.

7.2.1.1. Instrument Hold Lines (see Attachment 3). *Under no circumstances will a vehicle cross the instrument hold line when the "INST" sign is turned on without permission from the tower.*

7.2.2. If radio contact is lost or suspected to be lost while operating on the runway, the tower should be monitored for light gun signals while the driver immediately exits the runway at the nearest exit. Repeated changes of intensity of runway lights indicate a need for tower to communicate with the driver by either radio or light gun signals. If radio failure is known or suspected proceed to Base Operations and brief them on the incident.

7.2.3. Repeated flashing on and off of taxiway lights indicate a need for tower to communicate with the driver by either radio or light gun signals.

7.2.4. Work within the Radio Controlled Area. Any work to be accomplished within the radio controlled area (see Attachment 2) must be approved by Base Operations or the Airfield Manager.

7.2.5. Air Mobility Command (AMC) Alert Launches. During an actual AMC alert, the AMC alert vehicle has priority over all ground traffic, including taxiing aircraft, or emergency vehicles responding to a declared emergency.

7.2.6. Taxiing/Towed Aircraft. Drivers will give way to taxiing or towed aircraft. Do not overtake and/or pass a taxiing aircraft. The responsibility to avoid aircraft rests with vehicle operators. To the maximum extent possible, vehicles will be driven on the shoulder of the taxiways and within the painted ramp roadways. Vehicle operators will not "cut corners" or drive off the paved surfaces to take short cuts. Vehicles encountering an aircraft coming from behind or in front within 100 feet will stop until the aircraft passes. If the aircraft has a large wingspan, the driver will reverse course well ahead of or quickly move out of the way of the aircraft and drive back along the edge of the taxiway to a point where the vehicle can turn off the shoulder onto a prepared surface and avoid the aircraft wing tip having to pass in the vicinity of the vehicle.

7.2.7. Congested Areas. While the whole flight line is congested, there are certain areas where extra caution should be exercised.

7.2.7.1. Helicopter Pad 7 is at the entrance to Taxiway Alpha where Taxiway Foxtrot and the north ramp meet, and helicopter Pad 6 is on Taxiway Echo between Taxiways Charlie and Delta. These pads are marked with a large white painted "H" and the blue lenses of the taxiway lights on either side have been replaced with orange lenses. When crossing these areas drivers must ensure that there are no helicopters on landing approach to the pads.

7.2.7.2. The north ramp in front of Base Operations often has large transient, Medevac, Distinguished Visitor aircraft and helicopters operating on it. In addition, there are frequently people unfamiliar with flight line operations visiting Base Operations or meeting visiting aircraft. It is also a major cross road for ground traffic, taxiing and towed aircraft operating between the east and west sides of the flight line. This area has high visibility and mishap potential. Use extreme caution when driving in this area.

7.2.7.3. Other congested areas include the ramp road near Building 9, the Fire Station and around the 388th Fighter Wing and 419th Fighter Wing aircraft restricted parking areas.

7.2.8. FOD Control. Due to the possibility of FOD, do not drive vehicles onto the airdrome immediately after having been on an unsurfaced area. If the vehicle has been driven off a paved surface on the airfield or being driven on to the airfield from street surfaces, before coming back on the paved airfield surface, stop and clean tires of any rocks or soil. Operators will make sure all equipment carried on vehicles is stowed properly and secured.

**8. ENFORCEMENT .** The Chief, Airfield Management, Commanders, Supervisors and Safety Officers will enforce this publication. Any person violating procedures should be reported to the Security Forces and Base Operations. If at all possible, obtain vehicle registration/plate number and/or driver information, time, place and violation witnessed.



**9. FORM PRESCRIBED.** *OO-ALC Form 528, Flight Line Driver Training Record and Request for AF Form 483, Certificate of Comptency,*

Kenneth M. Page, Col, USAF  
Commander, 75 ABW

**Attachment 1****FLIGHT LINE DRIVER TRAINING LESSON PLAN OUTLINE****A1.1. Administration .**

A1.1.1. Review paperwork (prepare *OO-ALC Form 528*, have individual read *AFJMAN 24-306*, Chapter 25, this instruction and applicable unit material).

A1.1.2. Ensure the individual has proper state/government license and necessary unique vehicle training.

**A1.2. Flight line entry points .**

A1.2.1. Line badge requirements and use.

A1.2.2. Most commonly used entrances and exits.

A1.2.3. Which gates to use for particular needs.

A1.2.4. Flight Line security procedures and individual's responsibility.

**A1.3. Briefing Points.**

A1.3.1. Flight line traffic flow.

A1.3.1.1. Painted roadways on ramps, stop points, and flow in non-painted areas.

A1.3.1.2. Normal aircraft flow patterns (under own power and being towed).

**A1.3.2. Speed limits and safety practices .**

**A1.3.3. Restricted areas, hazards, and congested points .**

**A1.3.4. Operations in the vicinity of aircraft .**

**A1.3.5. Vehicle parking and chocking .**

**A1.3.6. Procedures for operating in the radio controlled area** (see Attachment 2)

A1.3.6.1. Coordination and radio procedures.

A1.3.6.2. Runway and taxiway markings and signs.

A1.3.6.3. Control tower light signals.

**A1.3.7. Hill AFB flight line restrictions .**

**A1.3.8. Night and adverse weather operations .**

**A1.3.9. FOD control and prevention .**

**A1.3.10. Types of violations and reporting procedures .**

**A1.4. Operations and situations unique to your specific unit .**

**A1.5. Driving Orientation--Day/Night.**

**A1.6. Training evaluation .**

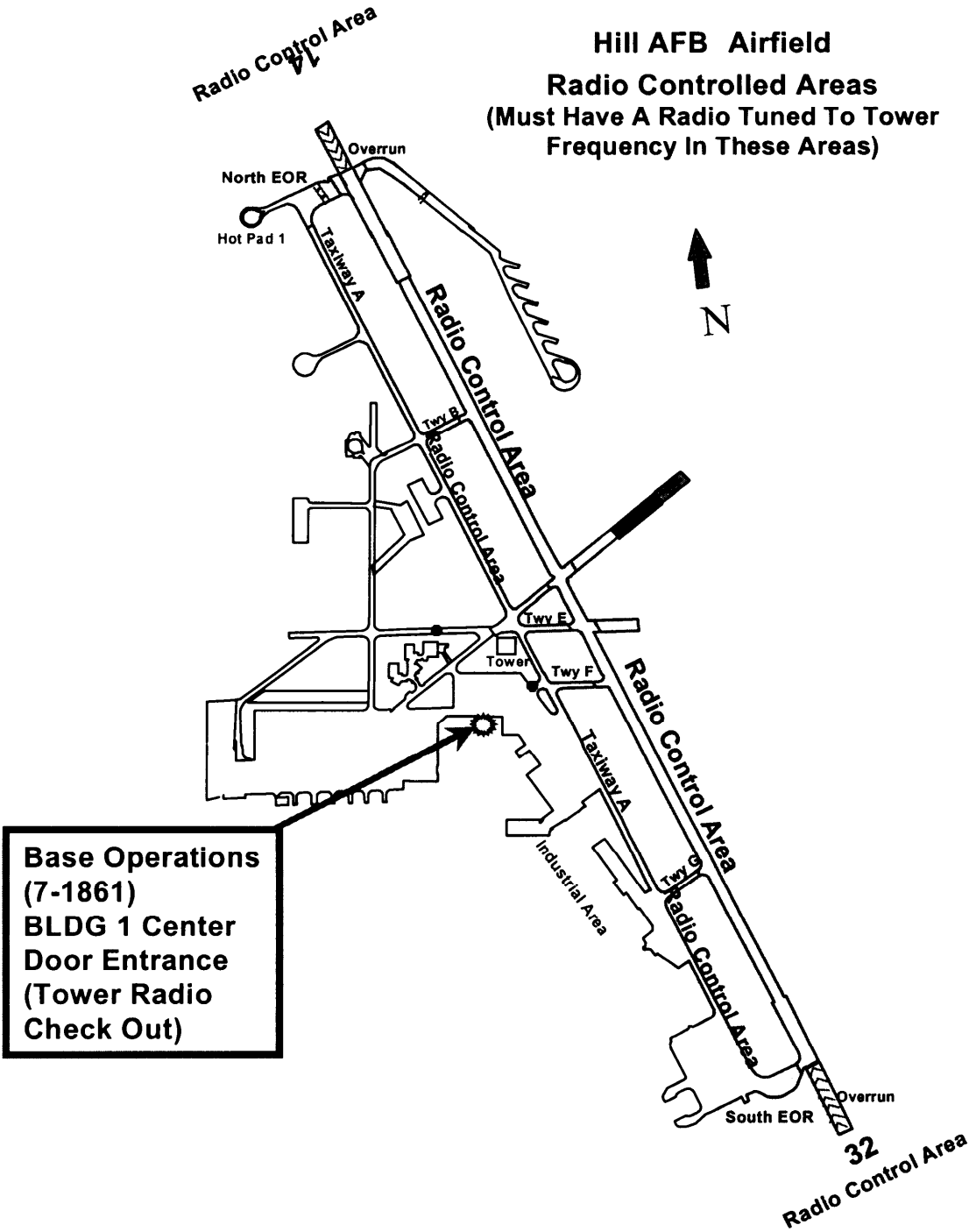
A1.6.1. Oral examination (if desired).

A1.6.2. Driving test.

A1.6.3. Physical and color blindness test (when necessary).

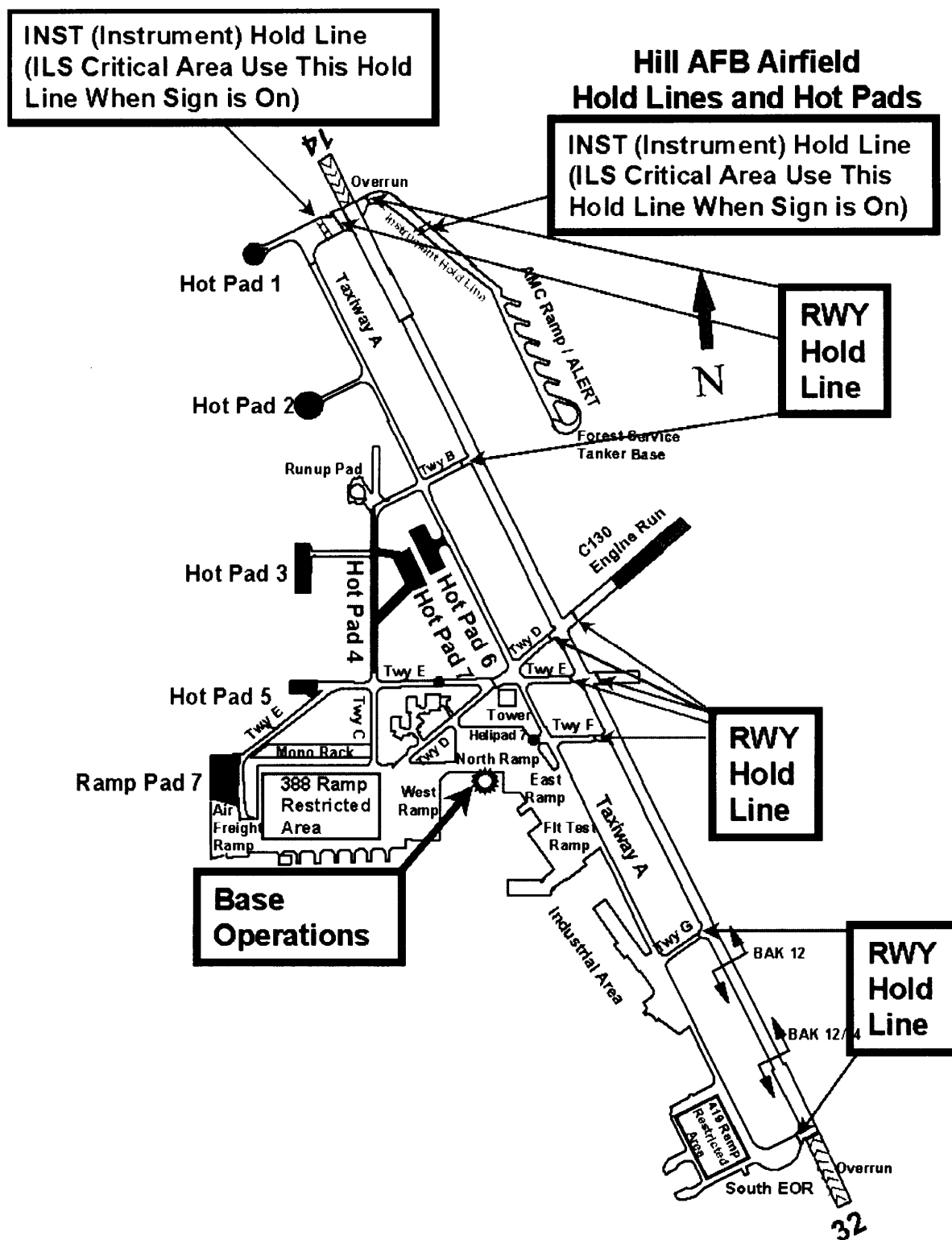
A1.6.4. Multiple choice test administered by Airfield Manager or the designated representative.

Attachment 2  
HILL AFB RADIO CONTROLLED AREAS



### Attachment 3

## Hill AFB Hold Lines and Hot Pads



Attachment 4

